

POLICE AIDE

CITY OF MILWAUKEE POLICE DEPARTMENT - ENTRANCE EXAMINATION

This is an informational bulletin. All requirements are reviewed annually, and all information is subject to change without notice. This training program leads to a law enforcement career.

MINIMUM QUALIFICATIONS:

Not less than 17 years or more than 19 years old at time of hire. (hire date to be determined.)

United States citizenship is not required for the position of Police Aide, but steps must be taken to obtain U.S. citizenship. All non-citizen applicants must have resided in the United States for a period of not less than five (5) years immediately prior to date of application, and should request information regarding Fire and Police Commission rules and citizenship requirements at time of application. City of Milwaukee residency required within six (6) months of hire.

High school graduation prior to a date determined by the Commission.

A cumulative high school grade point average of at least 2.0 at time of application.

Official transcripts must be presented at time of application.

Good moral character. A felony conviction disqualifies. An arrest and/or misdemeanor conviction record is not an automatic bar to application. Each case will be considered on its own merit. Individuals who have failed a Milwaukee Police Department employment background investigation within two years of the date of application for the current recruitment are ineligible. Conviction for a misdemeanor crime of domestic violence disqualifies.

The ability and motivation to complete specified college course work.

The physical ability to perform Police Aide and, eventually, Police Officer training and job duties.

Special Note: A Police Aide must possess a valid Wisconsin driver's license (regular or probationary) within one year of hire date and at the time of appointment to Police Officer.

DUTIES:

Police Aides are uniformed civilian employees who are trained in department operations. Training includes work assignments that rotate on a regular basis, including a variety of work experiences in departmental divisions such as the Administration Bureau including the training academy, the Patrol Bureau including district police stations, and the Criminal Investigation Bureau. Police Aides attend job-related college classes during on-duty hours and are eligible for tuition reimbursement.

SALARY, WORKING CONDITIONS, AND BENEFITS:

Current annual starting salary is \$21,230 with increases each six-month period to a maximum of \$29,332 annually. Police Aides work a 40-hour work week, off days by assignment. Two weeks paid vacation after one year of service. Police Aides accumulate fifteen days paid sick leave per year. Health, dental, and life insurance provided together with enrollment in the City of Milwaukee retirement system.

POLICE OFFICER HIRE:

A Police Aide is eligible for appointment to the position of Police Officer dependent upon the following: United States citizenship, reaching the age of 21 years, serving in the program a minimum of 2 years (maximum of 4 years), satisfactorily completing the approved training program, earning the required 24 college credits, and the recruit training school schedule. The required 24 credits may count toward the 60 college credits that all Police Officers must have within five years of appointment. A Police Aide must pass a Police Officer medical examination and a drug screen test, and may have to pass a psychological evaluation, at time of appointment to Police Officer.

EXAMINATION PROCESS: You will be given information about the examination portion of the selection process in a Candidate Preparation Guide when you apply. (The Candidate Preparation Guide can be viewed on our website.) The examination process consists of a written test, a physical ability test, and an oral interview. (The physical ability test can be viewed on our website.) You must successfully complete each phase in the examination process in order to continue in the selection process. Failure in any one segment of the examination disqualifies an applicant. The test is based on the Police Officer job since all Police Aides who successfully complete the program will become Police Officers.

Preference points may be added to your final passing score if you are a bonafide resident of the City of Milwaukee when you apply. Proof of City of Milwaukee residency must be provided by a date determined by the Commission.

ELIGIBLE LISTS AND HIRING: Applicants who successfully complete the above examinations will be placed upon an eligible list that expires on December 31 of the recruitment year, unless rescinded or extended by the Commission. **Candidates who turn twenty (20) years old over the life of the eligible list will be removed.** Final appointment is contingent upon passing a background investigation, a medical examination, and a drug screen test.

APPLICATIONS: Applications will be issued and accepted according to a schedule determined by the Commission.

CITY OF MILWAUKEE FIRE AND POLICE COMMISSION
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<http://www.milwaukee.gov/fpc>